

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the management of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the District Fire Chief. Fire Captains rank directly below the class of District Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station for one shift. Supervises subordinate fire department personnel, delegates authority to subordinates, assigns work and duty areas, and inspects the appearance of assigned equipment and subordinates. Provides assistance to subordinates in technical areas of work. Oversees, evaluates, and discusses work performance with subordinates and conducts employee performance evaluations. Resolves employee complaints and grievances, and recommends disciplinary action to the appointing authority. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Personally trains personnel by conducting training in the classroom and providing informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Answers fire alarm from dispatcher, directs the positioning of the fire apparatus at the fireground, and sets up the fireground perimeter for crowd and traffic control. Directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher and performing size-up of an emergency scene. Supervises subordinate employees in search and rescue, forcible entry, self-contained breathing

apparatus, ladder operations, fire extinguishment, nozzle and hose handling, pump operations, water supplies, salvage and overhaul, and emergency medical services. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Observes and responds to changes in the fireground conditions. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson.

Provides for the maintenance of department records, such as records of activity, inventory lists, NFIRS reports, or any others which may be required. Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Reviews reports written by subordinates.

Conducts tests or directs the testing of fire department apparatus and equipment. Evaluates the efficiency of response units following emergency incidents. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment.

Oversees pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Reports fire hazards or safety violations to the appropriate authority. Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Responds to questions and complaints from the public about the operations of the fire department. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATIONS REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must have a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration

of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Firefighter/Operator for two (2) years immediately preceding closing date for application to the board.